

State Department of Education
Child Nutrition Programs
PO Box 83720
Boise, ID 83720-0027

Civil Rights Training for Site Staff

Site Name _____
Date of Training _____ Trainer _____

Required Training Topics

What is a Civil Rights complaint

**“And Justice for All” poster
Nondiscrimination Statement
Where to post**

**What to do if someone has a civil rights complaint
Who handles the complaint at the site (gives complainant CR Complaint
Form and documents in Civil Rights Complaint log)
Who should the site staff inform of a civil rights complaint
Civil Rights Complaint Log
Civil Rights Complaint Form**

**Collecting and recording racial and ethnic information on participants
(beneficiary data)
When to collect racial and ethnic information
How to collect racial and ethnic information**

Names of those attending:	Signatures of those attending: